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RECORDS ADMINISTRATION PROGRAM

SECOND QUARTER REPORT

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16 July 1968

A C C O M P L I S H M E N T S

RECORDS CREATION

(Forms Control, Correspondence Improvements, and Reports Management)

A. Forms Management Actions Completed this Quarter:

New Forms Designed and Issued	62	(597,800 copies)
Old Forms Revised and Issued	63	(1,434,400 copies)
Old Forms Obsoleted and Removed	16	(29,000 copies)

B. Other Forms Developments:

1. The new CSC "Application for Federal Employment" forms have been received by this Agency and issued. These 3 new forms replace the old forms 57 and 57A. We are preparing a paragraph regarding their use for the September 1968 Support Bulletin.
2. Six new or revised FEGLI (Life Insurance) forms were ordered from GSA for our new program.
3. Four new Optical Scanning forms were designed and printed for OCS and CRS. In addition one was revised for OCS.
4. A new "Headquarters Reassignment Questionnaire" was designed and printed for DDP. This form will be completed during 1968 by all Clandestine Services employees at the time of their Fitness Reports and then updated every two years. Field personnel will complete theirs as they return to headquarters.
5. Office of Finance also requested a Headquarters Reassignment Questionnaire to aid in reassignments. These will be filled out in 1968 and updated, when necessary, every two years.
6. Twelve new "Documentation" forms were designed by OCS/DDS&T for use in documenting programs and program runs.

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C. Reports Management

A paper has been prepared on a proposed Agency Reports Management Program.

RECORDS MAINTENANCE

(Records Surveys, Systems Development, Equipment and Supplies)

A. DDS

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1. A meeting was held with Dr. [redacted] his deputy and two secretaries to advise them on how they may improve the present Retirement files system.

2. Reviewed a request for a Diebold "Power file" unit in Medical, A&E testing, for storage of 5" x 8" card records. Our survey revealed that a purge of these files was appropriate. Mr. [redacted] and Mr. [redacted] of the Medical Office agreed to this purge that will result in the elimination of over 35% of the files and permit the use of much less costly equipment. This survey resulted in a cost avoidance of approximately \$2,500.

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3. Reviewed and approved a requisition for an "Astromatic" mechanized file cabinet for Office of Logistics, [redacted] Warehouse. This machine was needed to accommodate the increase in files. They are presently using nine large "Powerfiles". We recommended the new "Astromatic" compact model because of its ability to afford greater filing capacity in a smaller floor space area.

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4. Conversion from file cabinets to shelf filing in the Office of Personnel/Insurance Branch has been completed. This conversion was necessitated because of floor space limitation and need for additional file cabinets to accommodate an anticipated increase in filing space. The procurement of shelving permits filing space for 122 cubic feet of records (28%), reduces floor space requirements, 143 square feet (67%), made files more readily accessible and is consistent with the President's Moratorium on the purchase of file cabinets.

B. DDI

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1. Meeting was held with [redacted] NPIC, to discuss a proposed file system for the Management Information Systems files. Mr. [redacted] reviewed our recommendations and will keep us informed.

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C. DDP

1. DDP/RID is still waiting for new rollers and improved tracks for their test installation of Fullspace.equipment. We are also waiting for a proposal from Dolin track file company.

D. Miscellaneous

1. Several members of this staff plus many Records Officers attended the Office Equipment show held in conjunction with the GSA Symposium on Mechanizing the Information Process held at the Shoreham Hotel. This exhibit was both interesting and informative.
2. Forwarded to the Records Center, for their review, brochure on a new product for storing, shipping and retrieving tape reels. This product is made of strong, corrugated board manufactured with special waterproof glue and as they can be stacked one on the other for 7 to 10 high -- no shelving is required. Mr. [] reviewed this and felt that the removal of shelving, to make room for this type box, would reduce the flexibility in use of present shelving.

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VITAL RECORDS

(Storage of Data for Emergency or to Reconstitute Destroyed Offices)

A. Scheduling

Revised Vital Records Deposit Schedules were received, reviewed and approved for DDS, Office of Security and DCI/Office of Planning, Programming and Budgeting.

B. Deposits

This quarter 237 cubic feet of current Vital Records were received at the Relocation Site and 130 cubic feet were destroyed or transferred from the Records Center.

Discussions have been held with Records Officers whose offices are depositing records through a media that will require special type equipment; tapes, cartridge type microfilm, NPIC type film and map negatives. These discussions indicate that our present emergency equipment, at relocation, is not commensurate with the emergency requirements. The Agency's Emergency Planning Officer has been made aware of this current inadequacy.

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RECORDS DISPOSITION

(Inventories, Scheduling, Storage, and Archives)

A. Records Center Activities this Quarter: (cubic feet)

Records Received for Storage	3,608
Records Removed for Destruction	1,082
Records Transferred out of Center	549
Net Growth 1,977)	
Priority Deliveries	7 special runs
Records Services	18,231 items delivered
Supplemental Distribution Copies	11,295 items delivered
Briefings and Visitors (Includes historians, CT's, office representatives, students, etc.)	162 people

1. The new Security alarm system in the Records Center is still not operational.
2. The first accession of Archival Maps (16 cubic feet) was received from OBGI. Mr. [redacted] Chief, Cartography Division furnished the Archives and Records Center with an index to these maps and a brief narrative history of Intelligence Map products dating back to 1941.
3. A reproduction of the Archives and Records Center map negative location file was sent to OBGI. This will be used by OBGI officials to review all negatives and identify any that can be destroyed.
4. At the close of business 30 June 1968 we had 18,099 cubic feet of records stored in [redacted]
[redacted].
5. The Survey of the Archives and Records Center has been completed and the report forwarded to SSS.
6. Paper was prepared on proposed Cleanup Campaign in the Washington, D. C. Metropolitan Area.

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B. Scheduling

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1. Miss [redacted] of this staff and Mr. [redacted], Records Officer for DDI inventoried the records of Special Research Staff and prepared a Records Control Schedule.

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2. Received, reviewed and approved revised Records Control Schedule for Office of Economic Reports.

3. Discussions were held with the Records Officer for Central Reference Services concerned with Records Control revisions.

DDP

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1. Approved revision to [redacted] Records Control Schedule.

2. A draft retention plan for the permanent records of DDP was prepared and given to the working group appointed by the DDP/RMO. We are waiting their comment.

DCI

Reviewed and approved a completely revised Records Control Schedule for the Audit Staff.

DDS

1. Reviewed and approved a complete revision to the Office of Security Records Control Schedule. The volume of records reflected by this schedule amounted to 13,024 cubic feet.
2. Reviewed and approved Records Control Schedule for Office of Personnel/Placement Division.
3. As a result of meeting with Dr. [redacted] to discuss the Retirement File System we have asked that they request that Miss [redacted] develop a Records Control Schedule for their office.

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25X1A9A Miss [redacted] develop a Records Control Schedule for their office.

PROGRAM DEVELOPMENT

(Guidance and Standards as Required by [redacted])

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A. Records Orientations Given:

1. A presentation on the "Records Administration Program was given on 17 June to 22 Career Trainees. Two other similar presentations were presented to 50 and 54 Agency employees at part of the Support Services Review course at [redacted] on 30 April and 4 June, respectively.

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B. Record Training Received:

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1. [redacted] attended the annual National Microfilm Association Convention held in Chicago to see and learn about the latest developments in microforms, systems, technology and ideas as they relate to information storage and management of records. Microfilm, aperture cards, video tape and microfiche techniques are widely used in our quest to reduce records storage. Workshops consisting of case studies describing techniques employed by industry and business made this convention very informative.

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2. [redacted] attended the ADP Systems Development Process (Brandon Course).

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3. [redacted] attended the Eleventh Annual Conference of the Association of Records Executives held in Toronto, Canada.
4. Messers [redacted] attended "Information for Management" on 12 June 1968.

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MISCELLANEOUS

A. Presidential Libraries

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Mr. [redacted] met with Col. White and Mr. Houston, 28 June 1968, to discuss the Presidential Libraries Collection. A recent letter from Mr. Knott, Administrator, GSA, to the Director, places greater emphasis on the Agency to develop an effective mechanism through which contributions to the Libraries may be made.

B. DDP/RMO Meeting

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Mr. [redacted] of this staff attended a meeting of all the DDP Records Management Officers chaired by Mr. [redacted]

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C. Microfilming Techniques

Received through the National Archives three articles in Danish, Hungarian and Polish pertaining to microfilming techniques used in copying official records. The articles are being translated and copies will be given to TSD and CI Staff.

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D. Re-election to Forms Management Council

1. [redacted] has been reelected as Vice Chairman to the Forms Management Council for FY 1968 - 1969.
2. Several OCS proposed Records Management regulations have been reviewed by this staff.

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3. An outline for the BALPA Project was prepared by this staff.

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4. [redacted] of the Archives and Records Center has developed an improved system for storing extra copies of Agency Regulations. This system of using open-end boxes on shelving will afford additional storage space and permit us to dis- continue using and procuring additional desk tidies at \$10.00 each.

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5. A contract was written by the [redacted] Procurement Division for 12 Search Tables. [redacted] Virginia was the successful bidder, and [redacted] of Archives and Records Center is working with them to assure that the table meets all the requirements.

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6. One hundred and twenty Agency Records Officers, Historians and interested Administrative personnel attended the Records Officers Spring Conference. The subject was History, Records Retention Plan and Archives. The principal speaker was Dr. Rhoads the Archivist for the United States.

C U R R E N T A C T I V I T I E S

1. A file survey is underway in the Office of Training, Language School. In addition to the front office, our survey will include the records of the three language schools, Romance, Ukrainian and South East Asia. This survey was requested by Mr. [redacted] Deputy Chief, of the Language School.

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2. A request was received from [redacted] DDS,SSS to train the staff on Forms Management. These workshops will last $3\frac{1}{2}$ days and attendance will be held to 10 employees at a time.

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3. Received revision to Records Control Schedule for Office of Personnel/Transactions and Records Branch. Revision has been coordinated with Chief, Records Center and returned to Miss [redacted]

25X1A9A [redacted] for incorporation of changes recommended by this staff. Miss [redacted] has made the necessary changes and returned schedule.

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